

Logistical Information

International Conference on the Safety of Radioactive Waste Management, Decommissioning, Environmental Protection and Remediation: Ensuring Safety and Enabling Sustainability

6 to 10 November 2023

Vienna, Austria

Location: International Atomic Energy Agency
Vienna International Centre (VIC)
Wagramer Strasse 5
1400 Vienna, Austria
Room M-Plenary, BR-B/M1, Building M, First Floor

A general guide to the VIC is available [here](#) and a map is available [here](#). Meeting participants are encouraged to use [public transportation](#) to travel to the VIC.

Registration:

Registration is facilitated by the UN Security and Safety Service (UNSSS) with the issuance of a grounds pass to include your photograph. Registered participants will receive an e-mail notification from the United Nations Pass Office in advance of the event for the purpose of uploading a passport-sized coloured photograph. Failure to successfully upload a photograph will result in having to line up to be photographed on site.

You are requested to arrive at **Checkpoint 1/Gate 1** of the VIC at least one hour before the start of the event on the first day, to allow sufficient time for your grounds pass to be issued, as such passes are necessary for official visitors to the VIC.

Grounds passes will only be issued at Checkpoint 1/Gate 1 and no other entry gate/checkpoint of the VIC. Please bring photo identification to facilitate the registration process; without a valid identification document clearly showing a photograph, it will not be possible to proceed with registration.

The opening and closing times of the Pass Office at Gate 1 are **Monday to Friday, 08:00 – 16:00 hrs.**

Registration for this event will also be possible on **Sunday, 5 November 2023** from **15:00 - 18:00 hrs.**

Your registration can be completed anytime within the opening hours stated above.

Event Schedule:

Monday, 6 November 2023	09:30 - 18:00 hrs
Tuesday, 7 November 2023	09:00 - 18:00 hrs
Wednesday, 8 November 2023	08:30 - 18:30 hrs
Thursday, 9 November 2023	09:00 - 18:00 hrs
Friday, 10 November 2023	09:00 - 13:00 hrs

Opening and Closing Session:

The opening session of the event will take place on **Monday, 6 November 2023** from **09:30 - 10:00**. The closing session of the event will take place on **Friday, 10 November** from **11:00 – 13:00**.

Hotel Accommodation:

Participants are responsible for their own travel and hotel arrangements. Hotels, which are offering a reduced rate for the Conference are listed on the [IAEA Events Web Page](#). Should participants wish to take advantage of the reduced rates, reservations should be made by e-mailing the selected hotel directly and not online via a hotel website or alternate booking portal.

Please note all rates are subject to availability and may not be available during peak times. The IAEA is not in a position to assist participants with hotel bookings, nor can the IAEA assume responsibility for paying cancellation fees or for re-bookings and no shows.

Visa Information:

Participants who require a visa to enter Austria should submit the necessary application to the nearest diplomatic or consular representative of Austria as early as three months but not later than four weeks before they travel to Austria. Since Austria is a Schengen State, persons requiring a visa will have to apply for a Schengen visa. In States where Austria has no diplomatic mission, visas can be obtained from the consular authority of a Schengen Partner State representing Austria in the country in question. For more information, please see the Austria Visa Information Document available on the [IAEA Events Web Page](#).

Catering Facilities:

The VIC cafeteria is located on the ground floor of the F Building, coffee bars are located on the ground floor of the M Building and on the fourth and seventh floors of the C Building. Please note all VIC catering areas operate a cashless payment system and payment can only be made by debit or credit card.

Code of Conduct:

To prevent harassment, including sexual harassment, the IAEA adheres to the [UN Code of Conduct](#).

The Code of Conduct applies to any UN system event, which shall include meetings, conferences and symposia, assemblies, receptions, scientific and technical events, expert meetings, workshops, exhibits, side events and any other forum organized, hosted or sponsored in whole or part by a UN system entity wherever it takes place, and any event or gathering that takes place on UN system premises whether or not a UN system entity is organizing, hosting or sponsoring. The Code of Conduct applies to all participants at a UN system event, including all persons attending or involved in any capacity in a UN system event. The UN system or other entity responsible for a UN system event commits to implementing the Code of Conduct. The Code of Conduct is not legal or prescriptive in nature. It supplements, and does not act, the application of other relevant policies, regulations, rules and laws, including laws regulating the premises in which the UN system event takes place and any applicable host country agreements.

Additional Information:

The following logistical information is available on the [IAEA Events Web Page](#) and should be reviewed prior to your participation in the event:

- Guide to the Vienna International Centre (VIC)
- Hotel Information; Vienna Information
- Vienna Sightseeing
- Vienna Metro Map
- Austria Visa Information
- Code of Conduct – To prevent Harassment, Including Sexual Harassment, at UN System events.

Event Web Page and Additional Material:

The Event Web Page includes the preliminary programme of the event and other information relating to the event. This will be continually updated prior to the event, participants are informed they should continue to check the page up until the start of and throughout the event, for necessary updates.

IAEA Conference and Meetings Application:

The IAEA Conferences and Meetings Application (app) provides a one-stop access to information on the event, exhibitions and scheduled side events. The app also allows users to put together their own personalized schedule of events. Via this app participants will be able to view a live stream of the event and if applicable any parallel sessions, view contributed abstracts or synopses and the latest conference programme, message other participants and view PowerPoint presentations released after the event.

Participants will receive an email inviting them to register in the week prior to the event. An e-mail notification from messages@superevent.com will provide users with login information, should you not receive this email, please check your e-mail spam folder.

For iPhone or iPad users, get your free download through the [App Store](#); those with Android devices can visit the [Google Play Store](#). The app can also be used on a personal/computer or laptop and a link will be provided in the e-mail notification.

Greening:

To demonstrate its commitment to sustainability, the IAEA will organize this conference as a 'green meeting' according to the guidelines of the Austrian Ecolabel. There will be a focus on the areas of paper smart documentation, waste reduction and recycling, and environmentally friendly catering.

We ask our participants to consider the following:

- If possible, use environmentally compatible public means of transport to travel to the event location. In Vienna we suggest using public transportation or walking. Please consider offsetting your CO₂ emissions through compensation payments, when travelling by car or plane.
- Please consider choosing an eco-labelled hotel (Austrian Eco-label, European Ecolabel, EMAS or others).
- Please make use of the environmentally friendly offers of your hotel (change of towels and bedlinen only when needed for example). Turn off all lights, electronic equipment (TV, air condition system, heating, computer etc.) when you leave the hotel room for some time.
- Dispose of your waste (PET, glass, paper, metal, batteries, etc.) via the separate collection systems provided at the hotel and at the event venue.
- Please bring your own writing utensils.
- Your grounds pass can be returned at the exit at Gate 1 after the event.

For scientific and programme related questions, please contact international-conference.wed-2023@iaea.org and for administrative matters such as registration issues please contact Conference.Contact-Point@iaea.org referencing the event number CN-318/ EVT2102343.